



UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL MARKETING SERVICE
POULTRY PROGRAMS

SAFETY REVIEW CHECKLIST

DATE OF REVIEW:

NAME OF EMPLOYEE:

LOCATION:

GENERAL OFFICE SAFETY				YES	NO	N/A	MACHINE GUARDING				YES	NO	N/A
1. Is the USDA Safety and Health Poster displayed visibly?							24. Are all machines and equipment guarded to protect operators from hazards?						
2. Are emergency telephone numbers posted (i.e. security, police, and fire)?							25. Are all belts and pulleys less than 7 feet from the floor guarded?						
3. Is the work area clean, orderly, and uncluttered?							HAZARD COMMUNICATION						
4. Are aisles and passageways kept free from obstructions?							26. Is there an up-to-date inventory list maintained for all hazardous materials?						
5. Are file cabinets and storage closets arranged so that draws and doors do not open into walkways?							27. Do employees know the locations of inventory list(s), MSDS's and other related reference materials?						
6. Are there any sharp edges, points, burrs, etc. on furniture?							28. Are employees familiar with physical and health hazards of chemicals in work area?						
7. Are phone lines, computer cables, electric cords, etc., secured under desks or alongside baseboards?							29. Have employees received training on the requirements of OSHA 29 CFR Part 1910.1200 "Hazard Communication"?						
8. Do electrical cords run into walkways or aisles?							30. Are all primary chemical storage containers properly and clearly labeled with chemical name and hazard warnings?						
9. Are carpets well secured to the floor and free from worn or frayed seams?							WALKWAYS AND STAIRWAYS						
10. Is the USDA smoking policy adhered to?							31. Are wet surfaces constructed of or covered with non-slip materials?						
11. Does the space meet the Uniform Federal Accessibility Standards (accessibility by persons with disabilities)?							32. Are there safe clearances for walking in aisles where motorized or mechanical handling equipment is operating?						
12. Is there adequate lighting to perform the required task?							33. Are standard stair rails or handrails on all stairways having four or more risers?						
13. Are materials stored safely with no materials on top of storage cabinets?							SANITATION						
EXITS							34. Is drinking water available?						
14. Are there sufficient exits to permit prompt employee evacuations?							35. Are hand washing facilities clean and sanitary?						
15. Are exits clear of obstructions?							36. Are restrooms clean and in good repair?						
16. Are exits clearly marked with an exit sign?							PERSONAL PROTECTIVE EQUIPMENT (PPE)						
17. Are doors, passageways or stairways, that are not exits appropriately marked "NOT AN EXIT"?							37. Have workplace hazard assessments been conducted to determine if PPE is required?						
18. Are exit doors unlocked when employees are in the building?							38. Are employees trained in the proper use, handling and storage of PPE?						
EMERGENCY/FIRE PROTECTION							39. Is PPE used/worn during work assignments?						
19. Is the Emergency Action Plan in writing?							ELECTRICAL EQUIPMENT						
20. Has each employee reviewed the action plan?							40. Is all electrical equipment in good working condition?						
21. Have fire extinguishers been properly inspected?							41. Are all electrical appliances and equipment properly grounded or double insulated?						
22. Is proper clearance maintained below sprinkler heads (18 inches)?							42. Are electrical receptacles overloaded?						
23. Are building evacuation drills conducted at least annually?							43. Are extension cords being used as a substitute for fixed wiring?						

